

D/OIT Talking Points

Since the reorganization of OIT, the office has been actively engaged in a comprehensive effort to revitalize certain aspects of our personnel system. A Career Service Board headed by the DD/OIT and comprised of the five Group Chiefs, the C/HRP, C/SS, and C/OIT/Pers was established to oversee and guide the progress of this effort. Key areas targeted for improvement are the:

--Promotion and Assignment System

--Career Development and Training Plan for New Employees

The first step undertaken by the CSB was to refine the procedures for the OIT comparative evaluation and promotion process. An OIT Instruction (attached) was published in October laying out Office policy and defining component and individual responsibilities. Copies were disseminated to each OIT employee. In addition, specific guidelines for the conduct of a promotion panel have been drafted. Prior to the beginning of each promotion panel, a senior manager (DD/OIT or a Group Chief) reviews these guidelines with the panel chairman to ensure consistency among the various panels.

In order to provide a more equitable evaluation system and a more systematic assignment process, the CSB next addressed the establishment of occupational panels similar to the current system in use by the Office of Communications. Given the disparate tasks for which OIT is responsible, this has been a complex undertaking. Nevertheless, the overall design has been completed and seven occupational panels have been identified:

- 1) Operations
- 2) Software
- 3) Technical
- 4) Information Handling
- 5) Administrative Support
- 6) Secretarial
- 7) Managerial — Senior

A listing showing the general occupational categories assigned to each of these panels is attached.

The CSB is currently working with the C/OIT/Pers to assign each OIT employee to the appropriate panel, an effort we expect to be completed by _____. An announcement identifying the panel chairmen will be issued at the same time. The panel chairmen will have the responsibility for managing the career assignments of the personnel attached to their panel. These chairmen also will be responsible for overseeing the promotion system for their occupation panel.

The Office also is developing a comprehensive training program for its new employees. The CSB has recently approved the outlines of a professional development program for entry-level personnel (see attached copy) and is in the process of selecting a program chief. Highlights of the program include:

- planned rotational assignments in each of the three main activities of OIT (ADP, telecommunications, and information management);
- scheduled training at specified periods to supplement the rotational assignments;
- a concerted effort to develop a "one-office" culture;
- assignment of a program chief with responsibility for monitoring the career development of the program participants and determining their permanent assignment within OIT upon completion of the program.

While the CSB has been engaged in these activities, a task force has been at work to develop recommendations for accomplishing a smooth integration of the MI career service discipline into the mission and functions of OIT and the MZ career service. To accomplish this objective the task force has been directed to:

- examine information management issues confronting the Agency today and through the next decade;
- review the goals and operations of the MZ and MI career services and develop common philosophies and policies between them;
- develop approaches to fully exploit the synergy between the two disciplines such as automating information management procedures in all automated systems;
- identify new procedures to ensure that information management practices keep pace with changing technologies.

The task force has completed its investigation and is in the final stages of drafting its findings. The report is due to me on 45 December.

We believe these efforts, when completed, will significantly enhance OIT's promotion and assignment system as well as the career development and training procedures for new employees.